



MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING

April 8, 2003

COSA Chair Shannon McGee called the meeting to order at 8:45 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Sharon Butcher, Melinda Cutchens, Sammy Dees,Carolynn Gaston, Jeff Giles, Jeff Grant, Inman Grimsley, Mike Hamm, Rosalyn Hatcher, Rebecca Kimbrough, Sue Lampert, Bob Lee, Shannon McGee, Mike McKinley, Kae Sinkule, Patrick Smith, Josie Stone, Trisha Taylor. Cody Guined represented the Student Government Association.

SPECIAL ORDER OF THE DAY:

There was no special order of the day for the April COSA meeting.

MINUTES:

A motion was made and seconded to approve the February COSA meeting minutes. A motion was made and seconded to approve the March COSA meeting minutes. Shannon also mentioned that a draft of the COSA minutes will be forwarded via e-mail to the COSA Representatives after the meeting for their review. Approval of the minutes will be requested at the next scheduled meeting of the Council on Staff Affairs.

TREASURER'S REPORT:

Sue Lampert presented a written report of the three COSA accounts.

- { Fund 10000 = \$876.52
- { Discretionary = \$1,200.59
- { Retirement Walkway = \$11,761.17 (Sue also noted that thirty-one bricks were purchased recently. This transaction is reflected in the March total.)

COMMITTEE REPORTS:

- Academic Scheduling/Procedures: A meeting of the Academic Scheduling/Procedures committee is scheduled for April 10, 2003. Shannon McGee will report on the progress of this committee at the next COSA meeting.
- Elections: Mike McKinley distributed a form indicating the Representative positions that will be up for election in June. On-Line elections will be held during the first week of June 2003. In addition, there will be two polling stations open on Friday June 6, 2003 at Plant Operations and Palms Dining Center. There are currently five positions up for re-

election; two positions in Business and Finance, one position in EE03 Professional/Non-faculty, and two positions in EE07-Service Maintenance.

Chair Shannon McGee requested nominations for the position of Chair-Elect for FY 04. Bob Lee nominated Patrick Smith, Kae Sinkule nominated Melinda Cutchens, Mike Hamm nominated Bob Lee, and Trisha Taylor nominated Carolyn Wilson. Due to the fact that Bob Lee and Melinda Cutchens will be serving the third year of their term in FY 2004 they are not eligible for the position of Chair-Elect. Shannon McGee will continue to receive nominations for the position of Chair-Elect until the May COSA meeting. An election for the position of Chair-Elect will be held at the May COSA meeting.

- Faculty Senate: Shannon McGee ♦ No report.
- Parking Appeals: Mike McKinley distributed a chart indicating the breakdown of the parking appeals for the month of March 2003. The committee upheld 48% of the appeals while 52% of the appeals were dismissed. Shannon McGee also noted that a meeting of the Parking Advisory Committee was scheduled for April 8th. An update will be provided at the May COSA meeting.
- Partners for Campus Excellence: No report.
- Policy: No report.
- State Charitable Contributions Program: Bob Lee informed everyone that the 2003 State Charitable Contributions Program raised approximately \$30,000.00. Welfare Committee: Rebecca Kimbrough reminded everyone that Cosa-On-The-Move is scheduled for April 10th, 11:00 a.m. ♦ 2:00 p.m., in the Magnolia Room, University Center. COSA Representatives will be available to answer questions and listen to concerns of the VSU Staff.
 - Employee of the Semester: Rebecca Kimbrough informed COSA that a meeting of the Employee of the Semester will be scheduled within the next two weeks.
 - Retirement Walkway-Employee Recognition: Shannon McGee informed everyone that bricks in recognition of retirees have been ordered for the VSU Retirement Walkway. Shannon also stated the sub-committee will meet in the near future to finalize plans for the annual Retirement luncheon.
 - Staff Appreciation Day: No report.
 - Staff Development: No report.
 - University Planning Advisory Council: Rebecca Kimbrough informed everyone that the Council is currently reviewing and prioritizing budget goals.

REPORT FROM THE CHAIR:

Shannon McGee encouraged all COSA Representatives to attend Cosa-On-The-Move. Highlights of the event will be an Employee of the Semester display, a display for the Retirement Walkway and a slide show of the COSA Representatives.

OLD BUSINESS:

None.

NEW BUSINESS:

‡ There was some discussion regarding the Ex-Officio Past Chair position on COSA. Inman Grimsley stated that the Past Chair, who serves in an Ex-Officio capacity on COSA, should have voting privileges. Trisha Taylor stated that the Past Chair should not be allowed to vote; however, the Past Chair should be available for guidance. Kae Sinkule stated her opinion was for the Past Chair to be a voting member of COSA. Inman Grimsley made a motion that the Past Chair (Ex-Officio) of COSA be a voting member of COSA. The motion was seconded. The motion carried.

‡ There was discussion about changing the term of COSA Representatives from three years to four years. This would be beneficial for a number of reasons and also allow the Chair-Elect position to be filled by a COSA Representative that is serving either the second or third year of their term. Currently, the Chair-Elect position may only be filled by a COSA Representative during their second year of service. Bob Lee made a motion that all current COSA Representatives serve only their three year term and, in addition, newly elected COSA Representatives (beginning with FY 2004 elections) would serve a four year term. The motion was seconded. The motion carried. It was also noted the COSA by-laws should be changed to reflect a four year term for all COSA Representatives elected after FY 2003.

‡ Inman Grimsley requested the COSA Election Committee review the policy of filling the positions of COSA Representatives that have resigned. It was also requested the Election Committee propose a procedure to follow if the occasion arises that a COSA Representative has a change in EEO status while they are serving their term as a Representative.

‡ Inman Grimsley asked COSA to consider purchasing ♦retirement pins♦ for retirees of VSU. The cost for 500 pins would be approximately \$1,275.00. COSA has funds available for this purchase. Inman Grimsley made a motion for COSA to purchase retirement pins for VSU retirees. The motion was seconded. The motion carried.

NEW BUSINESS:

‡ Trisha Taylor presented the following proposal:

1. That a Standing Committee be formed whose purpose is to
 - a) recommend a timeline for COSA to follow with regard to the Annual Holiday Schedule which will enable COSA to submit its Annual Holiday Schedule recommendation to the President of the University no later than June 1 preceding the year for which the schedule is intended.
 - b) gather information from COSA♦s constituents regarding their preferences vis a vis the annual Holiday Schedule, and based on that data present a minimum of three (3) holiday scheduled to the constituents and the voting body of COSA with adequate time for their review and comments prior to c) below.
 - c) Present the synthesized and compiled response data to the voting body of COSA for approval of one of the schedules, which will be sent to the President of the University as COSA♦s recommended Annual Holiday Schedule for the coming year.

2. The Annual Holiday Schedule Committee is also responsible for researching alternate possibilities for holiday scheduling and related matters and submitting their recommendations (if any) to COSA for their review and/or action.

Kae Sinkule noted the reason we have not received an approved holiday schedule does not reflect on whether or not it was proposed in a timely fashion. Kae stated there are other factors that are involved. Trisha Taylor stated in her opinion there was not enough time allowed after the calendar was proposed to obtain the opinions of constituents. Sue Lampert stated that we could receive more input from our constituents in other ways rather than forming another committee. Inman Grimsley gave some historical background information on the process of the calendar proposal. Kae Sinkule suggested placing an area on the COSA website so staff could have input into the dates the institution would be closed for the holidays. Melinda Cutchens requested that confirmation be obtained as to whether COSA will continue to have a role regarding the proposed holiday calendar before proceeding further. Trisha Taylor withdrew her motion until further clarification could be received regarding COSA's involvement in the recommendation process.

OTHER BUSINESS:

None.

ADJOURNMENT

The meeting adjourned at 9:40 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs